

MICHIGAN REGIONAL SKILLS ALLIANCE (MiRSASM)

Quarterly Status Report and Profile Instructions

1. A Quarterly Status Report and Profile is to be submitted via e-mail to (rsa@michigan.gov), along with a carbon copy e-mailed to the Workforce Development Specialist that is assigned to the MiRSA.
2. Reports are due no later than the 20th calendar day after the end of the quarter being reported on (January 20, April 20, July 20, etc.). In situations where the 20th calendar day falls on a weekend or legal holiday, the quarterly reports must be submitted no later than the last business day prior to the 20th calendar day after the end of the report period. **In order to meet the fiscal deadlines established in the State of Michigan's year-end closing process, for the quarter ending September 30, the report is due on October 7.**
3. The Quarterly Status Report and Profile contains two sections, the Status Report section and the Profile Report section.
4. The Quarterly Status Report section will be based on the goals, objectives and outcomes as identified in the MiRSA contract. At minimum, the Quarterly Status Report should contain:
 - Objectives, goals, and outcomes;
 - Anticipated start date for each objective goal or outcome;
 - Anticipated completion date for each objective goal or outcome;
 - Progress made during the quarter toward achieving the objectives, goals and outcomes;
 - Completion date; and
 - Comments, if applicable. Comments should include any unexpected barriers or obstacles encountered during the quarter.
5. At minimum, the MiRSA Profile section should be updated to include any additional cash or in-kind contributions that were added, or information about any new member and employer partners that joined the MiRSA during the quarter.
6. Attachments to the Quarterly Status Report and Profile should also be e-mailed directly to rsa@michigan.gov and to the Workforce Development Specialist that is assigned to the MiRSA. If the attachment is not available in an e-mail format, a hard copy is to be mailed directly to the Workforce Development Specialist. Attachments may include, but are not limited to:
 - an agenda of MiRSA meetings that were conducted during the quarter;
 - copies of the MiRSA meeting minutes;
 - articles and publications resulting from work performed by the MiRSA;
 - individual success stories relating to MiRSA activities. These may include, but are not limited to human-interest stories containing information about individuals

that received training and/or job placements through MiRSA activities,
information about businesses requesting assistance in finding qualified employees
and/or other MiRSA achievements, and

- Any other information related to the MiRSA, if applicable.

MiRSASM Quarterly Status Report

MiRSA Name: _____

Quarter Ending: _____

☐ **Year 1** ☐ **Year 2** ☐ **Year 3**

[illegible]

MiRSA Profile

MiRSA Name: _____ Industry Sector: _____

Region Covered: _____

MiRSA Synopsis: _____

- Industry Focus Areas:
- ☐ Skills development for existing workers (currently employed)
 - ☐ Skills development for new workers (entering employment)
 - ☐ Skills development for existing and new workers
 - ☐ Industry and company-wide process / quality improvement
- Other (Specify) _____

Employer Cash/In-Kind Match Contributions:

Initial Funding Pledged: \$ _____

Additional Funds Pledged During Quarter: \$ _____

Total Funding Contributed to Date: \$ _____

Other Partner Cash/In-Kind Support Contributions:

Initial Funding Pledged: \$ _____

Additional Funds Pledged During Quarter: \$ _____

Total Funding Contributed to Date: \$ _____

New Employer Partners Added During the Quarter:

Name: _____

Company: _____

Other Partners Added During the Quarter:

Name: _____

Organization: _____

New Education Partners Added During the Quarter:

Name: _____

Organization: _____

Name: _____

Organization: _____